



Purchasing Department – Vendor Registration for Payment Purposes

To ensure proper payment is made and received, all vendors providing goods or services to the City of North Miami must be registered. Vendors are required to complete and submit a Vendor Registration Form, which is available on our web site, from our office, or via fax. The Vendor Registration Form requests basic information about the vendor's business, including but not limited to payment and remittance addresses, telephone and fax numbers, and federal identification number. If you have any questions relating to the vendor registration process, please contact us at (305) 895-9886 between the hours of 8:00 a.m. and 5:00 p.m., Eastern Standard Time.

Vendor Registration Process:

- In order to do business with the City of North Miami all vendors, including but not limited to, corporations, fictitious names (d/b/a), LLC, LP, non-profits, and foreign corporations must be registered with the Florida Department of State Division of Corporations, also known as [Sunbiz](http://www.sunbiz.org). You can check your status at www.sunbiz.org.
- Complete the [Vendor Registration Form](#)  and [W9 Form](#) 
- Submit your Vendor Registration Form by Fax or Mail to the number or address at the top of the Vendor Registration Form

Changes to an existing Vendor Registration Form:

You must notify the Purchasing Department of any change to the information provided on your original Vendor Registration Form, i.e., a change in your company name, a change in your payment or order processing address, and/or a change in your phone number(s).